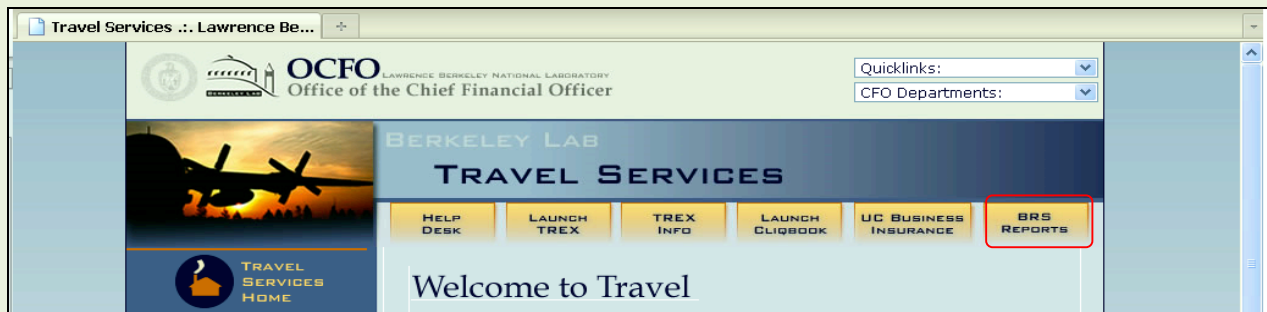
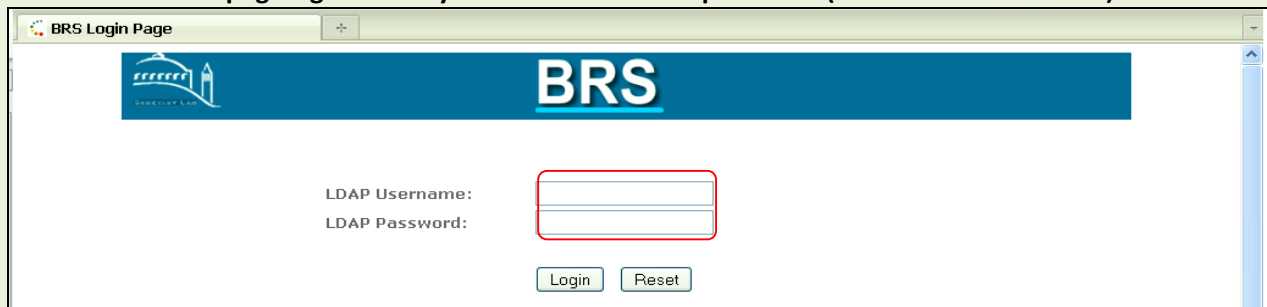


How to run a BRS report

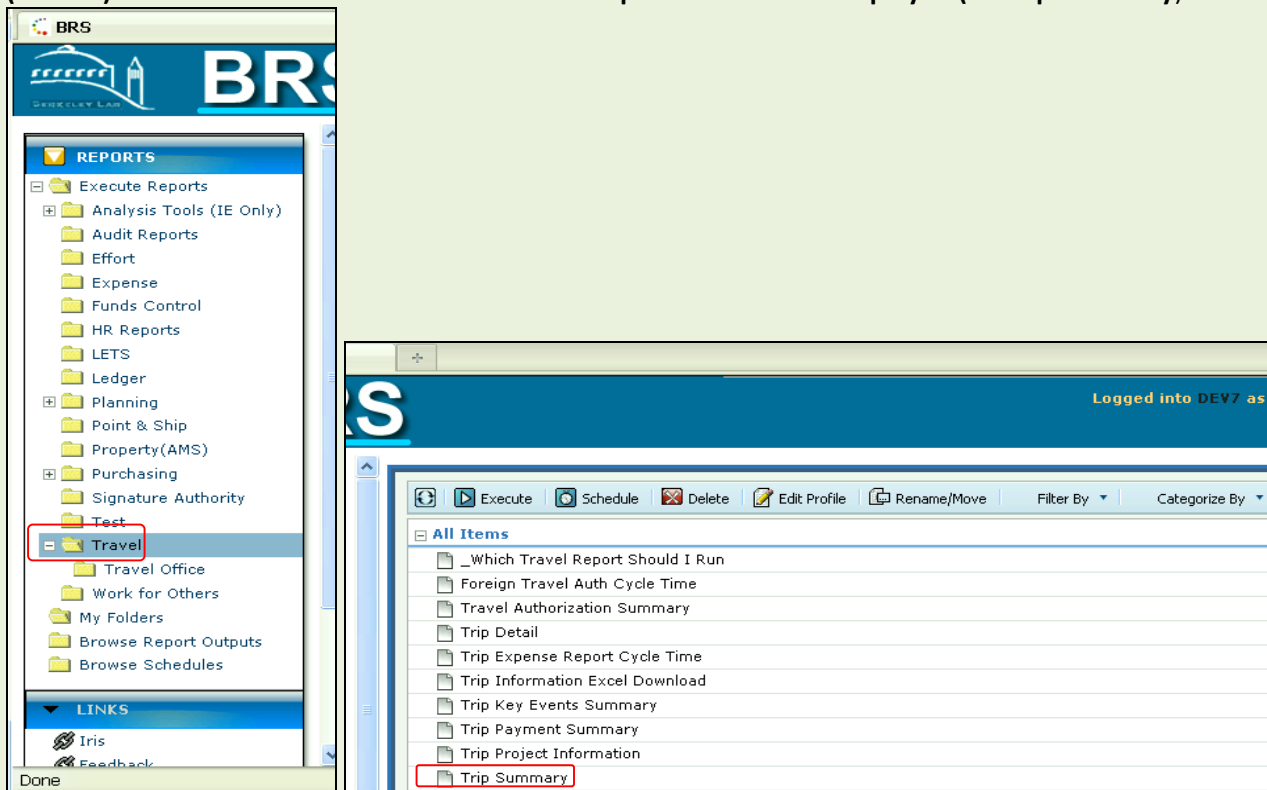
Start on Travel Services home page. Click the yellow **BRS REPORTS** button, or simply type *brs* in your browser as a url.



On the BRS home page sign in with you LDAP user id and password (same as for LBL e-mail)



(Double) Click on the Travel folder and choose a report from the list displayed (i.e Trip Summary)



New window opens with the Parameters page. Here you narrow down the search by choosing the appropriate *search* and *sort* criteria. Example 1: Trip Summary report for all open foreign trips created by an arranger for a specific division.

Trip Summary - Mozilla Firefox: Berkeley Lab Edition

Profile Wizard - Specify Parameter Values

Parameters Outputs

Trip Summary ? Help

Traveler Org Code
Accelerator & Fusion Resea
Advanced Light Source
Chemical Sciences
Computational Research
Computing Sciences
Earth Sciences
Engineering
Environment, Health & Safe
Environmental Energy Tech
Facilities

Select All Unselect All

Search by
☐ Traveler
☒ Arranger
☐ Auth Reviewer
☐ Exp Rpt Approver

Employee ID/Name
001379 - Tast,Cynthia L.

Project ID

Trip Number or Trip Name

Trip Status
☒ Open
☐ Complete
☐ Canceled

Trip Type
☐ Domestic
☒ Foreign
☐ Local

☐ Show Trips with No Travel Authorization Id or Expense Report Id

☐ Leave window open

Cancel Previous Next Run Save As

Read limpet.lbl.gov

And sorted by Trip End Date (primary) and Trip number (secondary). Click Run.

Trip Summary - Mozilla Firefox: Berkeley Lab Edition

Profile Wizard - Specify Parameter Values

Parameters Outputs

Trip Summary ? Help

Interview
Other
Program / Peer Review
Programmatic Planning
Research and Development
Seminar / Symposium
Site Visit
Speech or Presentation

Select All Unselect All

Primary Sort by
☐ Trip Number
☐ Trip Type
☐ Trip Status
☐ Traveler Name
☐ Traveler Org Code
☐ First Business Location
☐ Trip Purpose
☐ Arranger
☒ Trip End Date

Secondary Sort by
☒ Trip Number
☐ Trip Type
☐ Trip Status
☐ Traveler Name
☐ Traveler Org Code
☐ First Business Location
☐ Trip Purpose
☐ Arranger
☐ Trip Begin Date
☐ Trip End Date

☐ Leave window open

Cancel Previous Next Run Save As

Read limpet.lbl.gov

Report will open in a new window (be sure to have your pop-up blockers disabled). If the report does not open automatically, go to Browse Report Outputs from the main menu, and click on the finished report.

BRS Logged into DEV7 as ksebek Logout

REPORTS

- Execute Reports
- Analysis Tools (IE Only)
 - Audit Reports
 - Effort
 - Expense
 - Funds Control
 - HR Reports
 - LETS
 - Ledger
- Planning
 - Point & Ship
 - Property(AMS)
- Purchasing
 - Signature Authority
 - Test
- Travel
 - Travel Office
 - Work for Others
- My Folders
- Browse Report Outputs**
- Browse Schedules

ID	Target Name	Status	Executed At	User
97474	Trip Summary	Finished	06/22/11 02:05:06 PM	ksebek
97472	Trip Summary	Finished	06/22/11 11:36:30 AM	ksebek
97471	Trip Summary	Finished	06/22/11 11:34:45 AM	ksebek
97470	Trip Summary	Finished	06/22/11 11:33:48 AM	ksebek
97428	Trip Summary	Finished	06/13/11 05:06:53 PM	ksebek
97427	Trip Expense Report Cycle Time	Finished	06/13/11 04:35:47 PM	ksebek
97426	Foreign Travel Auth Cycle Time	Finished	06/13/11 04:11:17 PM	ksebek
97425	Foreign Travel Auth Cycle Time	Finished	06/13/11 04:10:38 PM	ksebek
97402	Travel Authorization Summary	Finished	06/10/11 03:08:39 PM	ksebek
97401	Travel Authorization Summary	Finished	06/10/11 02:15:23 PM	ksebek
97400	Travel Authorization Summary	Finished	06/10/11 02:08:10 PM	ksebek
97378	Trip Summary	Finished	06/09/11 09:15:52 AM	ksebek
97302	Trip Information Excel Download	Finished	06/01/11 03:50:25 PM	ksebek

Report is displayed in RCL Report Viewer in HTML format (by default). To print the report switch to pdf, you can also switch to excel for additional sorting/formatting. The HTML format offers drill down option to the Trip Detail report (click blue hyperlinked trip number).

Note: To print, switch to PDF format. Drilldowns available in HTML only.

HTML

Trip Summary(97474)

Report Run Id: 97474

Trip Summary - QA

Report Run b
Report Run ti

Sort by: Trip End Date, Trip Number
 Traveler Org Code: EE
 Arranger(s): 001379 - Tast,Cynthia L
 Trip Status: Open
 Trip Type: Foreign
 Trip Amount >= 0
 Trip Number in Italics = Foreign Trip; Traveler Name in Italics = Non-Badged Guest
 Amounts rounded to whole dollars; Paid by Others is for information only
 Type: D (Domestic), F (Foreign) or L (Local)
 Status: O (Open), C (Complete), or X (Canceled)
Click on Trip # to run the Trip Detail report.

Number of trips in this report: 7

Trip #	Type	Status	Traveler (Org Cd)	First Business Location	Trip Purpose	Arranger	Created Date	Begin Date	Personal Days	End Date	Paid by Others	Division Reviewer
000082999	F	O	Yang,Nina (022983-EE)	ADDIS ABABA,ETH	Research and Development	Tast,Cynthia L (001379)	8/18/10	9/1/10		9/10/10	0	Dean,Kathy (021595)
000090053	F	O	Levinson,Ronnen M (469501-EE)	SHENZHEN,CHN	Other	Tast,Cynthia L (001379)	5/18/11	5/4/11	3	5/14/11	0	Georgiou,Chris S (011632)
000091432	F	O	Menon,Surabi (008385-EE)	NEW DELHI,IND	Other	Tast,Cynthia L (001379)	4/28/11	5/27/11		6/8/11	0	Dean,Kathy (021595)
000091444	F	O	Fischer,Marc L (276470-EE)	NEW DELHI,IND	Other	Tast,Cynthia L (001379)	4/28/11	5/28/11		6/8/11	0	Dean,Kathy (021595)
000091338	F	O	Kirchstetter,Thomas W (802130-EE)	VIENNA,AUT	Conference	Tast,Cynthia L (001379)	4/26/11	6/25/11		7/3/11	0	Dean,Kathy (021595)
000091378	F	O	Hadley,Odelle L (015503-EE)	VIENNA,AUT	Conference	Tast,Cynthia L (001379)	4/27/11	6/25/11		7/3/11	0	Dean,Kathy (021595)
000093143	F	O	Menon,Surabi (008385-EE)	PRAGUE,CZE	Conference	Tast,Cynthia L (001379)	6/17/11	8/13/11		8/26/11	0	Dean,Kathy (021595)

Example 2: Travel Authorization Summary report for all authorization for a specific division with trip status *open*, no expense report created, travel dates between 10/1/2010-06/22/2011, with trip purpose *conference*.

Parameters Outputs

Travel Authorization Summary ? Help

Traveler Org Code

- Engineering
- Environment, Health & Safety
- Environmental Energy Tech Facilities
- Genomics Division
- Human Resources
- Information Technology Div
- Laboratory Directorate
- Life Sciences
- Materials Sciences**

Select All Unselect All

Search by

- ☒ Traveler
- ☐ Arranger
- ☐ Auth Reviewer
- ☐ Auth Approver

Employee ID/Name

>> <<

Project ID

>> <<

Trip Number or Trip Name

>> <<

Trip Status

- ☒ Open
- ☐ Complete
- ☐ Canceled

Trip Type

- ☐ Domestic
- ☐ Foreign
- ☐ Local

☐ Show Foreign Trips with No Authorization Id Assigned Yet

Parameters Outputs

Choose one or more to restrict report output to only these T.A.s:

- ☐ Foreign Authorizations waiting for Division Approval
- ☐ Foreign Authorizations returned for revision
- ☐ Foreign Authorizations waiting for FTMS Set Up
- ☐ Foreign Authorizations waiting for DOE Approval
- ☐ Domestic Authorizations in Pending Status
- ☐ ~~Authorizations Canceled or Denied~~
- ☒ Approved Authorizations with trip ended and No Expense Report Created

Trip Begin Date From: (yyyy-mm-dd)

2010-10-01 ...

To: (yyyy-mm-dd)

2011-06-22 ...

Trip End Date From: (yyyy-mm-dd)

2010-10-01 ...

To: (yyyy-mm-dd)

2011-06-22 ...

Trip Purpose

- Conference**
- Experiment / Facility Use
- Interview
- Other
- Program / Peer Review
- Programmatic Planning
- Research and Development
- Seminar / Symposium
- Site Visit
- Speech or Presentation

☐ Division Reviewed

☐ Not Division Reviewed

☒ All

Trip Estimated Amount >=

0

☐ Leave window open

Cancel Previous Next **Run** Save As

<div style="text-align: center;"> Travel Authorization Summary - QA Trip Begin Date between 2010-10-01 and 2011-06-22 Trip End Date between 2010-10-01 and 2011-06-22 Approved Authorizations with trip ended and No Expense Report Created </div>													
Report Run by: KSebek Report Run time: 06/22/2011 2:34 PM													
p; Traveler Name in Italics = Non-Badged Guest ; Paid by Others is for information only (Local) X (Canceled) and expense report has not been submitted. Highlighted if greater than 30 days. ail report. e Auth Event History.													
(Org Cd)	First Business Location	Purpose	Arranger	Create Date	Begin Date	Personal Days	End Date	Paid by Others*	Auth Status	Division Reviewer	Division Approver	Exp Rpt Exists	Days Pend
iliti S (MS)	BOSTON,MA	Conference		10/5/2010	11/29/2010		12/3/2010		Approved				200
David Alan (MS)	DISTRICT OF COLUMBIA,DC	Conference	Gutierrez,Marisa G. (026613)	10/13/2010	2/16/2011		2/21/2011		Approved				120
Irvin L (MS)	DALLAS,TX	Conference	De Raadt,Katherine L (214951)	1/18/2011	3/20/2011		3/26/2011		Approved				87
-Hai (MS)	LEIDEN,NLD	Conference	Davis,Kyle (016640)	1/19/2011	4/2/2011		4/9/2011		Approved		McFarland,Sandra (007660)		73
izanna (MS)	OSAKA-KOBE,JPN	Conference	Davis,Kyle (016640)	1/26/2011	3/12/2011		3/20/2011		Approved		McFarland,Sandra (007660)		93
er (MS)	DALLAS,TX	Conference	A'Hearn,Kymba S (003966)	1/27/2011	3/21/2011		3/25/2011		Approved				88
eter (MS)	BUSAN,KOR	Conference	Short,Theresa M (023353)	2/16/2011	5/14/2011		5/21/2011		Approved		McFarland,Sandra (007660)		31
len M (MS)	DALLAS,TX	Conference		3/4/2011	3/20/2011		3/25/2011		Approved				88
Jeffrey B (MS)	AUSSOIS,FRA	Conference		3/15/2011	6/10/2011		6/18/2011		Approved		McFarland,Sandra (007660)		3

Trip Project Information ? Help (Leave prompts blank to see ALL trips)	
Traveler Org Code Accelerator & Fusion Resea Advanced Light Source Chemical Sciences Computational Research Computing Sciences Earth Sciences Engineering Environment, Health & Safe Environmental Energy Tech Facilities	Search by <input type="radio"/> Traveler <input type="radio"/> Arranger <input checked="" type="radio"/> Auth Reviewer <input checked="" type="radio"/> Exp Rpt Approver
<input type="button" value="Select All"/> <input type="button" value="Unselect All"/>	Employee ID/Name <input type="text"/> <input type="button" value=""/> >> <input type="button" value=""/> << 011632 - Georgiou,Chris S
Project ID <input type="text"/> <input type="button" value=""/> >> <input type="button" value=""/> << 677406 - Data Center - Save Energy N	Trip Number or Trip Name <input type="text"/> <input type="button" value=""/> >> <input type="button" value=""/> <<
Trip Status <input type="checkbox"/> Open <input type="checkbox"/> Complete <input type="checkbox"/> Canceled	Trip Type <input type="checkbox"/> Domestic <input type="checkbox"/> Foreign <input type="checkbox"/> Local
<input type="checkbox"/> Show Trips with No Travel Authorization Id or Expense Report Id	
<input type="checkbox"/> Leave window open	
<input type="button" value="Cancel"/> <input type="button" value="Previous"/> <input checked="" type="button" value="Next"/> <input type="button" value="Run"/> <input type="button" value="Save As"/>	

This report provides basic project costing information based on selected criteria.

Trip Project Information(97490)

Trip Project Information - QA

Report Run by: KSebek
Report Run time: 6/22/2011 4:09 PM

011632 - Georgiou,Chris S

s = Foreign Trip; Traveler Name in Italics = Non-Badged Employee
F (Foreign) or L (Local)
C (Complete)
s = S (Supplemental), P (Prepayment), blank (Regular)
to whole dollars. Canceled trips and expense reports are excluded.
s are not posted until the final expense report actuals have been posted.
run the Trip Detail report.
pt Id to see the Expense Report Event History.
nce trip ended and expense report has not been submitted. Highlighted if greater than 30 days.
imate - Trip Total)/Trip Estimate; highlighted if difference is greater than 25%

this report: 7

Traveler tus (Org Cd)	First Business Location	Trip Purpose	Arranger	Begin Date	End Days Date Pend	Exp Rpt Id	Exp Type	L1 Proj	Project	Actual	Posted	Estimate	Trip Actual	Trip Var %
Tschudi,William F (801376-EE)	SEATTLE,WA	Conference	Minamihara,Maya (800742)	8/6/08	8/11/08	0000010579	EE	677406	1,145	Y	964	1,145	19	
Sartor,Dale A (125201-EE)	PALO ALTO,CA	Other	Minamihara,Maya7/11/08 (800742)	7/11/08		0000010261	EE	677404	95	Y		95		
Tschudi,William F (801376-EE)	SAN FRANCISCO,CA	Conference	Minamihara,Maya7/18/08 (800742)	7/18/08		0000010263	EE	677406	10	Y		10		
Tschudi,William F (801376-EE)	DALLAS,TX	Training / Workshop	Minamihara,Maya8/12/08 (800742)	8/14/08		0000010589	EE	677406	762	Y	998	1,524	53	
Tschudi,William F (801376-EE)	SAN FRANCISCO,CA	Speech or Presentation	Minamihara,Maya8/18/08 (800742)	8/18/08		0000010586	EE	677406	10	Y		10		
Tschudi,William F (801376-EE)	SAN JOSE,CA	Conference	Minamihara,Maya9/14/08 (800742)	9/18/08		0000011177	EE	677406	1,570	Y		1,570		
Tschudi,William F (801376-EE)	SAN FRANCISCO,CA	Other	Minamihara,Maya9/19/08 (800742)	9/20/08		0000011193	EE	677406	80	Y		80		

Note: If the data obtained on the report isn't what you expected, and you wish to re-prompt the parameters, go to the Browse Report Outputs page, select the finished report and click the Re-Prompt button.

BRS

Analysis Tools (IE Only)

- Audit Reports
- Effort
- Expense
- Funds Control
- HR Reports
- LETS
- Ledger
- Planning
- Point & Ship
- Property(AMS)
- Purchasing
- Signature Authority
- Test
- Travel
- Work for Others
- My Folders
- Browse Report Outputs**
- Browse Schedules

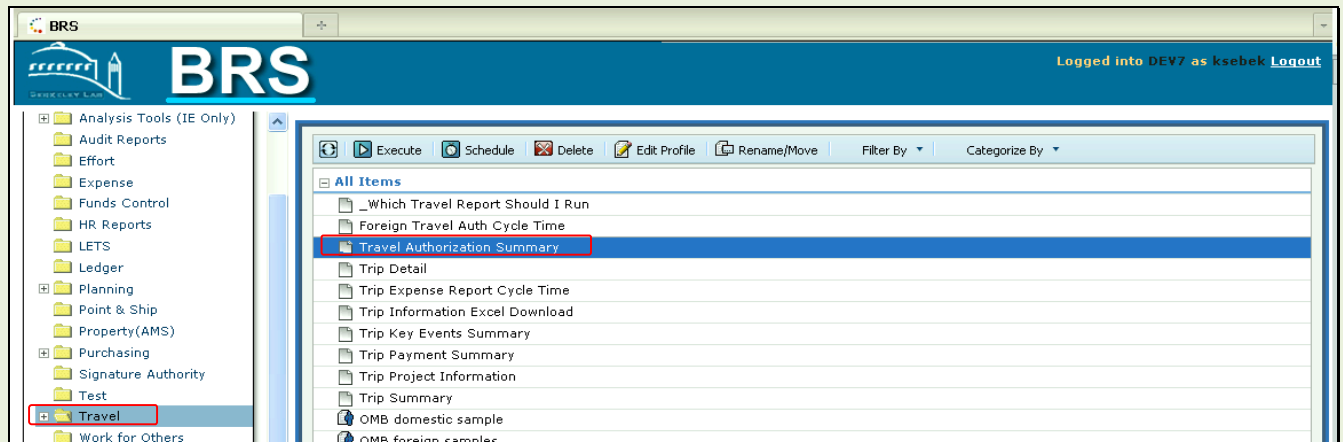
View Email Delete Cancel Re-Execute Re-Prompt Debug Drill Targets Filter Report Outputs View Options

1 / 4

ID	Target Name	Status	Executed At	User
97490	Trip Project Information	Finished	06/22/11 04:09:12 PM	ksebek
97489	Trip Project Information	Finished	06/22/11 04:06:34 PM	ksebek
97487	Trip Project Information	Finished	06/22/11 03:36:50 PM	ksebek
97485	Trip Project Information	Finished	06/22/11 03:31:54 PM	ksebek
97484	Trip Project Information	Finished	06/22/11 03:28:34 PM	ksebek
97483	Trip Project Information	Finished	06/22/11 03:25:49 PM	ksebek
97482	Trip Project Information	Finished	06/22/11 03:22:33 PM	ksebek
97481	Trip Project Information	Finished	06/22/11 03:21:28 PM	ksebek
97480	Trip Project Information	Finished	06/22/11 03:19:40 PM	ksebek
97479	Travel Authorization Summary	Finished	06/22/11 02:34:00 PM	ksebek
97474	Trip Summary	Finished	06/22/11 02:05:06 PM	ksebek
97472	Trip Summary	Finished	06/22/11 11:36:30 AM	ksebek
97471	Trip Summary	Finished	06/22/11 11:34:45 AM	ksebek
97470	Trip Summary	Finished	06/22/11 11:33:48 AM	ksebek
97428	Trip Summary	Finished	06/13/11 05:06:53 PM	ksebek
97427	Trip Expense Report Cycle Time	Finished	06/13/11 04:35:47 PM	ksebek
97426	Foreign Travel Auth Cycle Time	Finished	06/13/11 04:11:17 PM	ksebek
97425	Foreign Travel Auth Cycle Time	Finished	06/13/11 04:10:38 PM	ksebek
97402	Travel Authorization Summary	Finished	06/10/11 03:08:39 PM	ksebek

How to Schedule a BRS report

Open the Travel folder, and select the report to be scheduled.



Choose the desired parameters, i.e approved authorizations for a specific division, with trip ended and no expense report created.

The screenshot shows the 'Profile Wizard - Specify Parameter Values' dialog box. The 'Parameters' tab is selected, and the 'Outputs' tab is also visible. The 'Travel Authorization Summary' title is at the top. Below the title, there are several sections for parameter specification. The 'Traveler Org Code' section has a list box with options: 'Accelerator & Fusion Resea', 'Advanced Light Source', 'Chemical Sciences', 'Computational Research', 'Earth Sciences' (highlighted with a red box), 'Engineering', 'Environment, Health & Safe', 'Environmental Energy Tech', and 'Facilities'. Below this list are 'Select All' and 'Unselect All' buttons. The 'Search by' section has radio buttons for 'Traveler' (selected), 'Arranger', 'Auth Reviewer', and 'Auth Approver'. The 'Employee ID/Name' section has a text input field and '>>' and '<<' buttons. The 'Project ID' section has a text input field and '>>' and '<<' buttons. The 'Trip Number or Trip Name' section has a text input field and '>>' and '<<' buttons. There are also checkboxes for 'Trip Status' (Open, Complete, Canceled) and 'Trip Type' (Domestic, Foreign, Local). A checkbox labeled 'Show Foreign Trips with No Authorization Id Assigned Yet' is also present. At the bottom, there is a section for 'Choose one or more to restrict report output to only these T.A.s:' with checkboxes for 'Foreign Authorizations waiting for Division Approval' and 'Foreign Authorizations returned for revision'.

Choose one or more to restrict report output to only these T.A.s:

- ☐ Foreign Authorizations waiting for Division Approval
- ☐ Foreign Authorizations returned for revision
- ☐ Foreign Authorizations waiting for FTMS Set Up
- ☐ Foreign Authorizations waiting for DOE Approval
- ☐ Domestic Authorizations in Pending Status
- ☐ Authorizations Canceled or Denied
- ☒ Approved Authorizations with trip ended and No Expense Report Created

Trip Begin Date From: (yyyy-mm-dd) To: (yyyy-mm-dd)

Trip End Date From: (yyyy-mm-dd) To: (yyyy-mm-dd)

Trip Purpose

- ☐ Conference
- ☐ Experiment / Facility Use
- ☐ Interview
- ☐ Other
- ☐ Program / Peer Review
- ☐ Programmatic Planning
- ☐ Research and Development
- ☐ Seminar / Symposium

☐ Division Reviewed

☐ Not Division Reviewed

☒ All

Trip Estimated Amount >=

Click the **Outputs** tab on top of page. Select the output type format i.e. Excel (default is PDF, HTML), and delivery (e-mail), and attachment format (i.e. Excel). Click **Save As**.

Travel Authorization Summary - Mozilla Firefox: Berkeley Lab Edition

lbl.gov https://lmpet.lbl.gov:8281/berkeley-rci/secure/actions/editRei.do

Profile Wizard - Specify Output Preferences

Parameters **Outputs**

Output Preferences (for report viewing)

☒ Override Default Output Types? (PDF HTML)

☐ PDF ☐ HTML ☒ XLS ☐ XML ☐ CSV

Retention Policy

Report Outputs expire in: Use System Default

Delivery Preferences

☒ Email

To: ksebek@lbl.gov

Cc: jreyna@lbl.gov

Bcc:

Subject: Monthly Open Authorizations

Body: For you review

Attach (To be available, file types must be checked in Output Preferences):

☐ PDF ☒ XLS ☐ XML ☐ CSV

☐ Send report outputs in zip file

Launch Preference

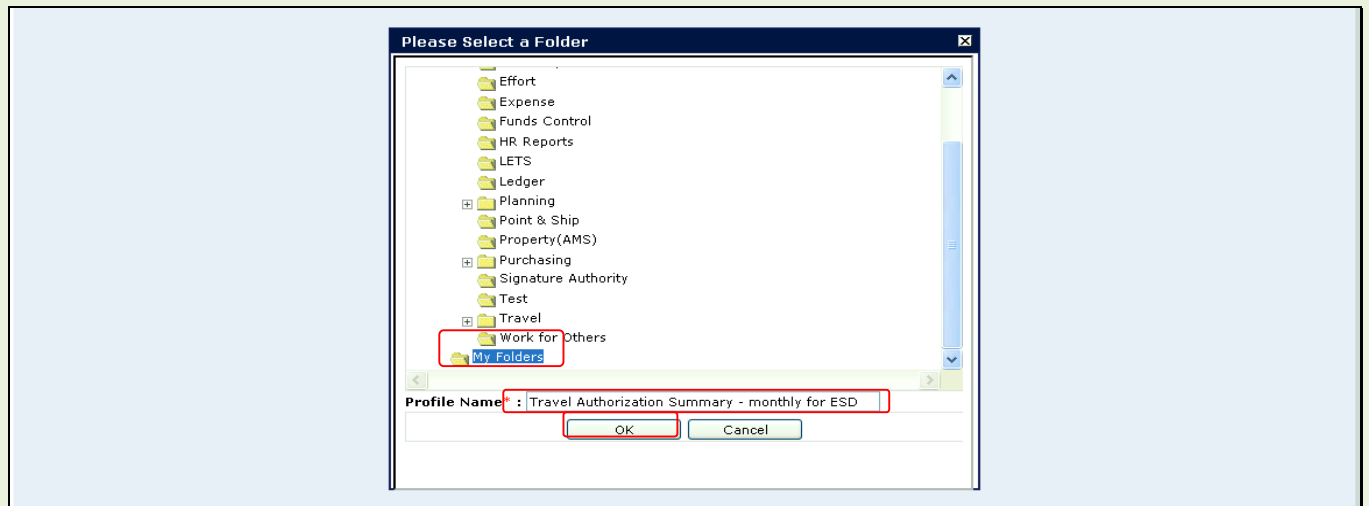
Execute reports in: Background

☐ Leave window open

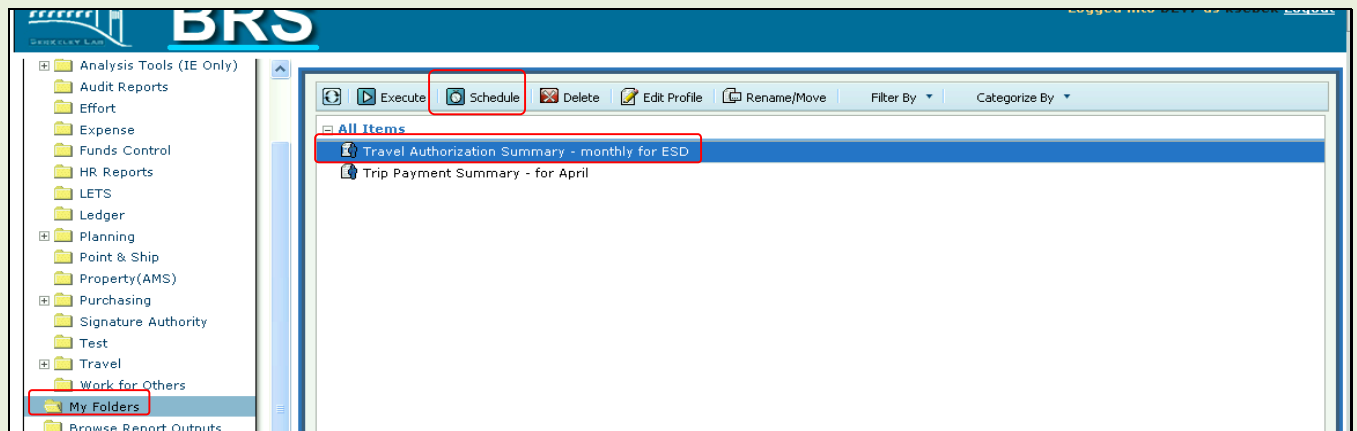
Cancel Previous Next Run **Save As**

Done

New window opens up, and on this page you name and save the report. Save the report in My Folders. Click OK.



From My Folders select the report to be scheduled and click the Schedule button on top of page.



In the new window create a new schedule. Select Type, and report and click Next.

Schedule Wizard - Specify Name and Type of Schedule

Type Timing

Name:
New Schedule 06/23/11 12:33:46 PM

Type:

☐ Once
☐ Daily
☐ Weekly
☒ Monthly
☐ Yearly

Folders:

- Reports
 - Analysis Tools (IE Only)
 - Audit Reports
 - Effort
 - Expense
 - Funds Control
 - HR Reports
 - LETS
 - Ledger
 - Planning

Available Reports:

Travel Authorization Summary - monthly for ESD

Selected Reports:

Travel Authorization Summary - monthly for ESD

Cancel Previous **Next** Save

On the next page select the timing of the report. Click Save. Report is now scheduled to run and will be delivered to e-mail recipients once a month every Sunday until deleted. It will come as an excel attachment.

Schedule Wizard - Specify when the scheduled reports should execute

Type **Timing**

☒ The First Sunday of every 1 month(s)
☐ Day 1 of every 1 month(s)

Start Date: 2011-06-23 Start Time: 12:33 PM

☒ Run until deleted.
☐ End Date: ...

Cancel Previous Next **Save**

To run and e-mail report (without scheduling), first select the parameters, and then from the Outputs tab, enter the format and email address of the recipient, and click Run. E-mail will come from brs-admin@lbl.gov with attachment.

Parameters **Outputs**

Output Preferences (for report viewing)

☒ Override Default Output Types? (PDF HTML)

☐ PDF ☐ HTML ☒ XLS ☐ XML ☐ CSV

Retention Policy

Report Outputs expire in: Use System Default

Delivery Preferences

☒ Email

To: ksebek@lbl.gov

Cc:

Bcc:

Subject: report for you

Body:

Attach (To be available, file types must be checked in Output Preferences):

☐ PDF ☒ XLS ☐ XML ☐ CSV

☐ Send report outputs in zip file

Launch Preference

Execute reports in: Background

Cancel Previous **Run** Save As

Subject: report for you

From: brs-admin@lbl.gov

Date: 1:33 PM

To: ksebek@lbl.gov

Report Name: Travel Authorization Summary

Report Profile: Travel Authorization Summary

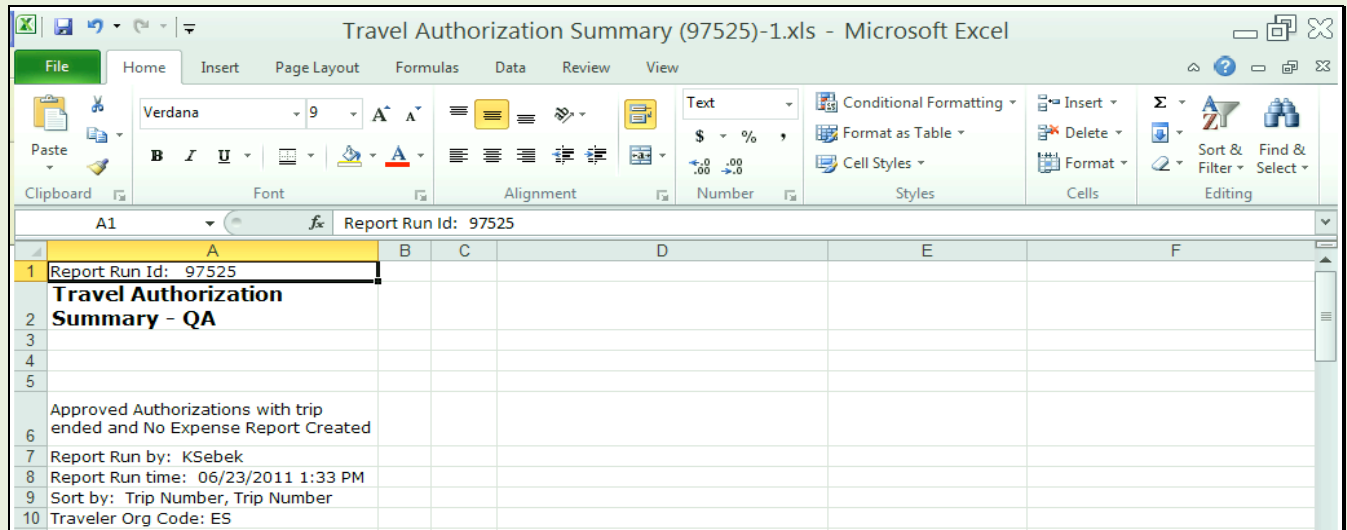
Execution On: Jun 23, 2011 1:33:29 PM

Executed By: ksebek

Output Formats: Excel

Travel Authoriz...ry (97525).xls

Open the attachment in Excel.



Travel Authorization Summary (97525)-1.xls - Microsoft Excel

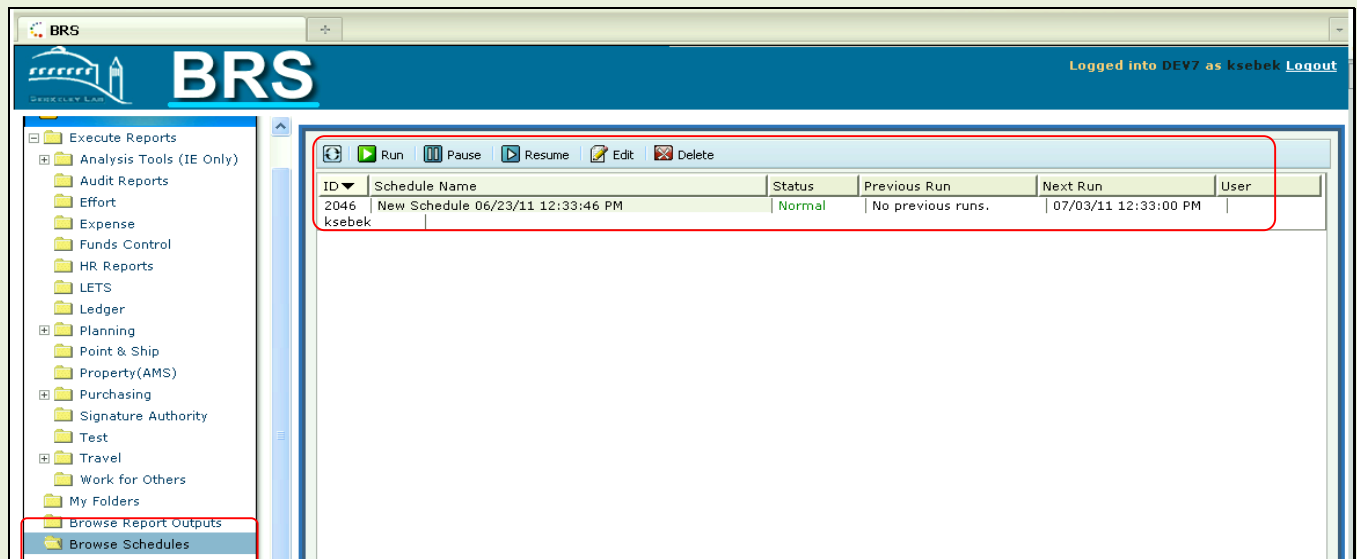
Report Run Id: 97525

Travel Authorization Summary - QA

Approved Authorizations with trip ended and No Expense Report Created

Report Run by: KSebek
Report Run time: 06/23/2011 1:33 PM
Sort by: Trip Number, Trip Number
Traveler Org Code: ES

To view, modify, or delete scheduled reports click Browse schedules.



BRS

Logged into DEV7 as ksebek Logout

Execute Reports

- Analysis Tools (IE Only)
- Audit Reports
- Effort
- Expense
- Funds Control
- HR Reports
- LETS
- Ledger
- Planning
- Point & Ship
- Property(AMS)
- Purchasing
- Signature Authority
- Test
- Travel
- Work for Others
- My Folders
- Browse Report Outputs
- Browse Schedules**

ID	Schedule Name	Status	Previous Run	Next Run	User
2046	New Schedule 06/23/11 12:33:46 PM	Normal	No previous runs.	07/03/11 12:33:00 PM	ksebek

Questions?

Contact Klara Sebek x7049, or e-mail TravelHelp@ibl.gov